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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



FY 2013 SALARY AND COMPENSATION EXPENDITURE REPORTING

The FY 2013 Salary and Compensation Report is due to the Office of Public Instruction by ***December 16, 2013.***

A district must have submitted the FY 2013 Terms of Employment (TOE) report before doing the Compensation Report. If not, MAEFAIRS will not accept the district's compensation data.

To report information for the FY 2013 Salary Compensation Expenditure Report (Salary and Benefits Collection), log into MAEFAIRS at the following link: [CLICK HERE](#)

Once you have logged in successfully, follow the steps below to access the Compensation Report:

1. Click on the Data Entry tab
2. Click on "Compensation Expenditures"

Please click on the following link for the Compensation Report Instructions:

[Compensation Report Instructions](#)

If you receive any errors concerning SEIDs not being associated with your Terms of Employment (TOE) report, e-mail the TEAMS staff at OPITEAMS@mt.gov. The entire TEAMS unit receives all the e-mails sent to the above address. A phone call to an individual might not be returned promptly if that individual is out of the office.

Questions on any other issues should be directed to any of the individuals listed below:

Steve Hamel at 444-0783 or shamel@mt.gov

Paul Taylor at 444-1257 or ptaylor@mt.gov

Janelle Mickelson at 444-3249 or jmickelson@mt.gov

Dennis Clague at 444-1960 or clague@mt.gov

Debbie Casey at 444-3096 or dcasey@mt.gov

DEADLINE TO REPORT QUALITY EDUCATORS FOR PAYMENT

Pursuant to 20-9-327, MCA the quality educator payment is based on the number of full-time equivalent (FTE) educators reported to the Office of Public Instructions (OPI) for accreditation purposes. In the past, districts have reported this information through the Annual Data Collection. Beginning in FY 2014, districts are reporting FTE in the *Terms of Employment, Accreditation, and Master Schedule* (TEAMS) application. OPI will be calculating the quality educator payment from the FTE data reported through the Terms of Employment module. During the week of Dec 9th, OPI will post a report for districts to review their FTE and quality educator counts. For purposes of the Quality Educator payment, OPI is extending the deadline from December 31 to **January 31, 2014** for making changes to the reporting in accordance with ARM 10.21.201.

Please be advised that, districts will not receive payment for quality educators that are not reported in TEAMS by January 31, 2014.

OPI contact: OPITEAMS@mt.gov

ADDITIONAL OFFICIAL ENROLLMENT COUNT DATE

SB 175 passed by the 2013 legislature added a third official enrollment count on the first Monday in December. This count (winter count) is in addition to the official enrollment count dates on the first Mondays in October and February. The official winter count day is Monday, December 2, 2013. The data must be imported and submitted in MAEFAIRS by **December 16, 2013**.

The following resources are located on the OPI website:

- ANB Memo: [CLICK HERE](#)
- Reporting Instructions: [CLICK HERE](#)
- Step-by-Step Student Count for ANB Instructions: [CLICK HERE](#)

Extenuating circumstances for students who will be gone 10 days prior to the count date, but which would support a variance should be submitted to the OPI prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.

Questions:

- For MAEFAIRS questions, or to correct data once it has been submitted, please contact Nica Meralo at (406) 444-4401 or nmerala@mt.gov.
- For AIM questions, including how to correct student information in order to be included in the MAEFAIRS Student Count for ANB, please contact the AIM Helpdesk at 1-877-424-6681, or locally at (406) 444-3800 or opiaimhelp@mt.gov.

REPORTING AMERICAN INDIAN STUDENTS

Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS *fall* count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year.

School district business managers/clerks should verify that the *Students Imported From AIM In SAG Report* located in the MAEFAIRS system accurately reports the number of American Indian students enrolled in the district. If the report is not correct, please contact Nica Meralo at (406) 444-4401 or nmerala@mt.gov to make the necessary changes.

Pursuant to ARM 10.21.205, changes to this designation will not be accepted after *December 31*.

CHANGES TO FY 2013 TRUSTEES FINANCIAL SUMMARY

If you find a material coding error on your FY 2013 Trustees Financial Summary (TFS), you may submit a revision to Steve Hamel in the School Finance Division. Pursuant to 10.10.504(6), Administrative Rules of Montana, changes to the TFS are limited to:

- Coding revisions between revenue and expenditure line items provided no change occurs in the fund balance of the budgeted funds, and...
- Revisions in the balance sheet accounts provided no change occurs in the fund balance of the budgeted funds.

The Office of Public Instruction cannot process TFS changes that affect the fund balance in a budgeted fund because fund balance is carried forward to the FY 2014 budget, and a change in fund balance may impact the number of mills already levied in the fund.

Revisions should be submitted to Steve Hamel according to the following procedures:

1. Photocopy the original page of the Trustees Financial summary with amounts to be revised ***crossed out*** and the correct amount written above or beside it.
2. When sending balance sheet account revisions, please also send any expenditure and revenue line item changes that correlate with such changes. The fund balance on the balance sheet should equal the ending fund balance shown on the statement of revenues, expenditures and changes in fund balance report after the revisions are made.
3. Change any sub-totals and totals that will be affected.
4. ***Sign, or initial, and date any sheets you may be sending.***
5. Fax the revisions to Steve at (406) 444-0509 or mail them to P.O. Box 202501, Helena MT 59620-2501. Please submit the revisions by December 10, 2013 to ensure that questions or problems related to processing the changes can be addressed before school districts are closed for the holiday break.

Material line item coding changes that affect fund balance in the budgeted funds for FY 2013 must be reported as a prior period adjustment on the TFS for the current year (FY 2014). The district may need to adopt a budget amendment for the current year to record a prior period expenditure adjustment in a budgeted fund.

OPI contact: Steve Hamel at (406) 444-0783 or shamel@mt.gov

SCHOOL ELECTIONS

December is the kickoff for school elections! Beginning December 22, 2013, districts may accept the nomination petition and oath of candidacy from potential candidates. Candidates ***must be registered to vote*** at the time that application is returned to the election administrator.

The Office of Public Instruction (OPI) plans to open the County application for external reporting in mid-December. The OPI will notify county superintendents when the application is available and provide detailed instructions at that time.

The County application will collect district classification data used to determine the number of nomination signatures required (20 in a first class district and 5 in both second and third class districts) and the requirements to submit campaign finance information to the Montana Commissioner of Political Practices (first class district, county population greater than 15,000 and campaign expenditures and/or revenues greater than \$500).

District clerks may assist their county superintendent by completing a data form for their district(s) and sending it to their county superintendent. The form is located

under Basic Election Forms/Election Administrator: [CLICK HERE](#)

The 2014 Election Manual and Calendar will soon be posted to the OPI Election Resource page. Those resources are located at the following link: [CLICK HERE](#)

OPI contact: Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov

STATE PAID TUITION

Districts who have not submitted their Days Enrolled for the FY 2013 need to enter that information before the tuition payment is processed. Log into MAEFAIRS at the following link and select Data Entry/State Paid Tuition: [CLICK HERE](#). For FY 2013, enter the days enrolled for all approved students and submit the claim.

OPI contact: Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov

STATE SCHOOL OIL AND NATURAL GAS IMPACT GRANT

The 2011 legislature established a state school oil and natural gas impact account. The purpose of the account is to provide money to schools that are receiving oil and natural gas production taxes under 15-36-331, MCA in an amount less than 20% of the district's maximum general fund budget but that are impacted by oil and natural gas development. A listing of eligible districts is located at the following link: [CLICK HERE](#)

To apply for the grant, log into the E-grants application at the following link and select the *Oil-Natural Gas Impact* grant: [CLICK HERE](#). Grants will be awarded based on need and impacts, among other criteria. Grant applications are due no later than **January 15, 2014**.

OPI contact: Janelle Mickelson at (406) 444-3249 or jmickelson@mt.gov

RESOURCES AVAILABLE ON IRS WEBSITE

The Internal Revenue Service (IRS) has a section of information resources for federal, state and local government employers. Click on this link [CLICK HERE](#) and check out their newsletter, fact sheets and FAQs on various topics of interest.

SCHOOL FINANCE DIVISION:

Debbie Casey dcasey@mt.gov

Donell Rosenthal drosenthal@mt.gov

Dennis Clague dclague@mt.gov

Paul Taylor ptaylor2@mt.gov

Steve Hamel shamel@mt.gov

Nicole Thuotte nthuotte@mt.gov

Nica Merala nmerala@mt.gov

Kathleen Wanner kwanner@mt.gov

Janelle Mickelson jmickelson@mt.gov

USEFUL LINKS

State Entitlement Payments to Schools: [CLICK HERE](#)

School Accounting: [CLICK HERE](#)

Forms and Publications & Tuition: [CLICK HERE](#)

Pupil Transportation: [CLICK HERE](#)

Student Count for ANB: [CLICK HERE](#)

Audit Information: [CLICK HERE](#)

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Montana Office of Public Instruction
1227 11th Ave

Montana Office of Public Instruction
Denise Juneau, Superintendent
opi.mt.gov